

DEPARTMENT OF THE ARMY
Office of the Deputy Chief of Staff for Personnel, G-1
USACHRA, JRTC & Fort Polk Civilian Personnel Advisory Center
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Civilian Personnel
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RPA Direct Recruitment Guidance
for
Managers and Supervisors

1. We at the Civilian Personnel Advisory Center (CPAC) are committed to assist you in understanding human resources (HR) flexibilities and authorities currently available to you when filling vacant positions. We want to ensure that you have the tools necessary to manage your human capital challenges and that you can strategically align your human resources to support mission accomplishment

2. It is our goal to help you fill your vacancies in a timely manner. Therefore, once the appropriate approval for filling a vacancy is obtained, you will begin the formal recruitment process by completing an SF-52, Request for Personnel Action (RPA) under the guidelines of RPA Direct. However, before you initiate the RPA, we ask that you consult with your CPAC advisor, who will be able to provide advice that will speed processing and/or improve the quality of the result.

3. In consultation with your CPAC advisor, you will discuss issues such as recruitment sources (internal/external), area of consideration, identification of the required/desired skills (must be in the position description (PD) and if not, should be added to the PD before recruitment), use of Priority Placement Option Codes (only certain series may have option codes), recruitment incentives (Recruitment, Relocation and Retention), filling multiple vacancies from one announcement, and use of previously issued referral lists. A discussion of these and a number of other issues will often result in a better list of candidates and will provide you with a replacement employee in the shortest possible time.

4. This advice and assistance is critical to successful recruitment and is most beneficial at the time when the RPA is created. Your advisor is anxious to assist you and to answer any questions you may have. Your advisor will also remind you that

both the CPAC and the person identified on the RPA receive the draft announcement from the Civilian Personnel Operations Center (CPOC) and that you must ensure that any necessary changes are made to the announcement within the specified three-day time frame, at which time it is automatically posted to Civilian Personnel on Line (CPOL) and/or the USAJOBS website. If you miss this crucial step, the recruitment process may not be timely in the event errors are later found on the announcement.

5. Additionally, your advisor will play a pivotal role in helping you to tentatively identify required and desired skills, so at the time when the CPOC provides a listing of the job skills from Resumix, you will be prepared to prioritize them in a timely manner. Identification of these skills that are job related will ultimately produce a list of high quality applicants.

6. In the creation of an RPA, you and your CPAC advisor will ensure that:

a. All processes outlined for RPA Direct in The Defense Civilian Personnel Data System Desk Guide located at <http://www.cpocma.army.mil/> are followed;

b. That all information that is relevant to the position is provided either in the Remarks Section of the RPA or in Gatekeeper;

c. That the selecting supervisor's name and AKO address is placed in gatekeeper in order to receive the referral list, along with the selection page; and

d. That the names and AKO addresses of individuals who are to receive copies of the draft announcement for review (CPAC automatically receives a copy) and copies of the referral are in Gatekeeper/Remarks section of the RPA. Additionally, if you will be away on TDY or extended leave, you will be reminded to provide an alternate name, telephone number and AKO of another supervisor responsible for making the selection. This will ensure the timely processing of the referral list.

7. Your CPAC advisor will discuss with you the actions that will occur when you receive your referral list and the steps you can take to ensure a timely selection and job commitment such as:

a. Following all instructions provided with the referral list;

b. Making selection(s) within the allotted time frame;

c. Requesting a written extension to the CPOC and copying your CPAC advisor, prior to the expiration date, if selection cannot be made prior to the expiration date of the referral;

d. Notifying your CPAC advisor immediately when emergency situations arise that precludes you from completing the selection process; and

e. Returning the referral via referral instructions, with a copy to EEO, your CPAC advisor and any other official designated in the chain of command in your organization.

8. As you can see, your CPAC advisor will help walk you through the entire process. To assist in this process, the attached documents were developed for your use: (1) CPAC Advisors and Assistants; (2) RPA Direct Flow Chart; (3) RPA Direct Recruitment Sources, and (4) RPA Direct Recruitment Checklist. We feel that by moving the quality control to the beginning of the recruitment process, we will be able to avoid the back and forth that often occurs with particularly complex or confusing actions.

9. We need your help in one other way. We have no way of knowing when you plan to initiate a personnel action. Since we will be in your office more frequently, it will be relatively easy for us to schedule time to sit with you while you process an action. But only if you tell us! The CPAC advisors will be checking their voice mail and e-mail accounts frequently and you can also reach an advisor by calling 531-4020. Remember, our goal is to improve timeliness and quality. We are very excited by this opportunity to make a substantive difference in what has become a bureaucratic and confusing process. Our partners at the CPOC are also excited and have promised to do whatever it takes to help us assist you. Therefore, keeping us informed of your plans helps us ensure that you are receiving the best possible service!

//Original Signed//
DONALD R. MALLET
Director of Civilian Personnel
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Attachments

1. CPAC Advisors/Assistants
2. RPA Direct Flow Chart
3. RPA Direct Recruitment Sources
4. RPA Direct Recruitment Checklist